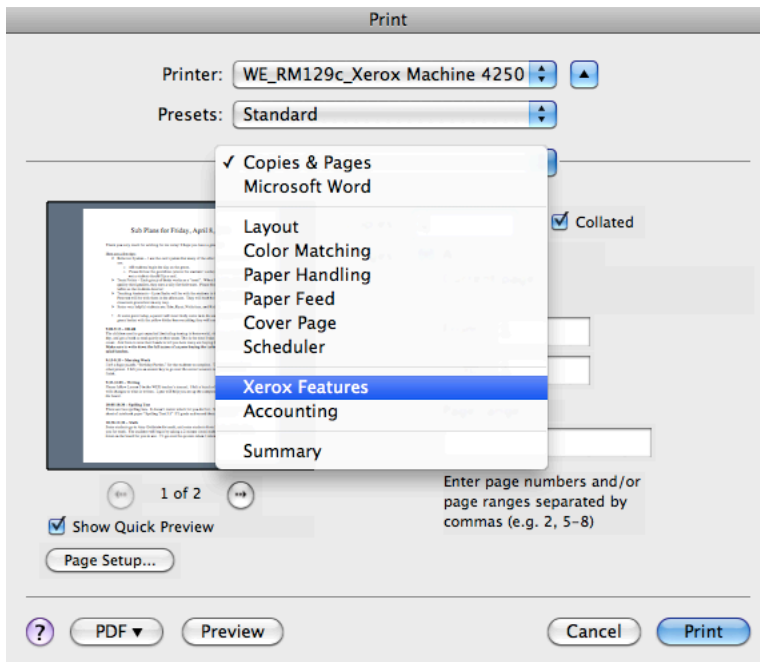


Removing the Cover Page or “Banner Sheet” when printing to the Xerox copiers

This setting must be selected each time you send something to the copier

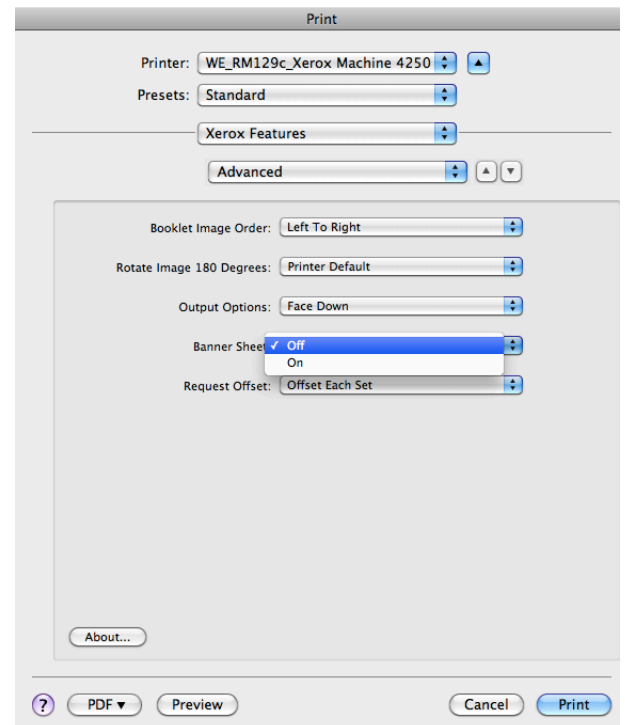
Printing to the Xerox in the Office or in Room 129C:

1. Drop down from “Copies and Pages” to “Xerox Features”
2. Pages” to “Xerox Features”



2. Right under Xerox Features, drop down from “Paper/Output” to “Advanced”

3. Then change “Banner Sheet” to “Off”



Printing to the **Ricoh Copier** should not generate a cover page. The default setting for ‘Cover Page’ is “None”.

